		OR	DER FO	OR SUF	PLIES OR SERV	ICES					PAGE	OF PAG	ES
IMPORTANT:	Mark all	packages and papers with	contract a	ind/or ord	ler numbers.						1		3
1. DATE OF OR	DER	2. CONTRACT NO. (If any)							6. SHIP TO:		!		
11/15/20	1.0	GS10F0022X` "				a. NAME	OF CC	NSIGNEE					
11/13/20	10		1										
3. ORDER NO.			4. REQUI	SITION/R	EFERENCE NO.	МІСНА	ET.	SCALES 303 4	62-9083				
EP11H000	172					Intellin	، لانا،	SCMIII JOJ 4	02 3003				
HPOD		ress correspondence to)					МИО	PRESS ENTAL PROTEC E LKWD 1 CO	TION AGEN	CY			
		TAL PROTECTION A				1		DOOR E-3					
~		PROCUREMENT OPEF	RATION	IS		РО ВО							
ARIEL RI						c. CITY					d. STATE	e. ZIP (	CODE
		ANIA AVENUE NW				DENVE	ER				CO	8022	
WASHINGT	ON DC	20460				24683107. 30461	10.350					0022	<u> </u>
7. TO: NA						f. SHIP VI	IA						
a. NAME OF CO IRON MOU		OR INFORMATION MAN	IAGEME	NT IN	C			8. T	YPE OF ORDER				
b. COMPANY N	AME					a. PU	RCHA	SE		Х	. DELIVERY	e e	
c. STREET ADD	RESS					REFERE							
2010 ASH		PLACE									ot for billing i		
SUITE 10	0					<u></u>					se, this delive tructions cor		
											of this form a		
								ne following on the terms			ct to the tern		
d. CITY					T			pecified on both sides on the attached sheet, if a		or the	above-num	serea cor	ntract.
ASHBURN			'	e. STATE VA	f. ZIP CODE 201475065	A 25 TO A 25 T		y as indicated.	,				
		DDODDUTION DATA		VA	2014/3003	40 5501		1010 OFFICE					
See Sche		PROPRIATION DATA						<b>ning office</b> UCT ORIGINAT	ING OFFIC	F			
		CATION (Check appropriate bo	ox(es))			TRECON	DII	oci okidimii	112. F.O.B. POIN				
a. SMAI		b. OTHER TI	as on a subsection	L	c. DISADVANTAGEI	, F	a. S	ERVICE-	Opposit at appropriate at province you				
						_	_ D	ISABLED	Destinati	lon			
d. WOM	EN-OWNE	ED e. HUBZone			f. EMERGING SMAL BUSINESS	.L		ETERAN- WNED					
		13. PLACE OF		1.	14. GOVERNMENT B/L N	IO.		15. DELIVER TO F.O.	IB. POINT	1	16. DISCOU	NT TERM	//S
a. INSPECTION Destinat	ion	b. ACCEPTANCE Destinati						ON OR BEFORE (D	ate)				
		and a second sec	70 32 444 8 50 50 00 T		17. SCHEDULE (See	e reverse for	Reiec	l tions)		—			
1						· · · · · · · · · · · · · · · · · · ·		<u>,                                      </u>	I		1		UANTITY
ITEM NO.		SUPPLIES C	R SERVIC	ES		QUANTITY		UNIT PRICE	AMO	TNUC			CCEPTED
(a)			b)			(c)	(d)	(e)		(f)			(g)
I		Number: (h)(4) Michael Scales											
ļ	ı	nued		<del></del>									<sub>1</sub> 17(h)
	18. SHIP	PING POINT			19. GROSS SHIPPING V	WEIGHT		20. INVOICE NO.					TOTAL (Cont. pages)
				21	. MAIL INVOICE TO:								
	a. NAME	RTP	FINAN	ICE. CE	NTER				\$3,40	on . n	10		-
	a. 10	1111	1 111111	.on or					1,2,1	,			
SEE BILLING INSTRUCTIONS	b. STRE	ET ADDRESS US E	ENVIRO	NMENT	AL PROTECTION	N AGENO	CY						
ON REVERSE	(or P.O.		-FINAN	ICE CE	NTER								17(i)
		MAII	DROF	D143	-02								GRAND
		109	TW AL	EXAND	ER DRIVE								TOTAL
	c. CITY				-	ld. STA	ATE.	e. ZIP CODE	<b>\$3,</b> 40	0.00	0		4
	person space at a	RHAM					C	27711					
	I					l IN	_	NO. NO. NO. NO. NO. NO.	l				
22. UNITED S	STATES O	F						23. NAME (Typed)					
AMERICA	ABY (Sigi	nature)						Sheila Fa TITLE: CONTRACTIN		FICER	₹		

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTRACT NO. 11/15/2010 GS10F0022X

ORDER NO. EP11H000172

ITEM NO.	SUPPLIES/SERVICES	QUANTITY			AMOUNT	QUANTITY
(a)	(b)	ORDERED (c)	(d)	PRICE (e)	(f)	ACCEPTED (g)
(a)	Admin Office:  HPOD  US ENVIRONMENTAL PROTECTION AGENCY HEADQUARTERS PROCUREMENT OPERATIONS ARIEL RIOS BUILDING 1200 PENNSYLVANIA AVENUE NW WASHINGTON DC 20460 Period of Performance: 11/15/2010 to 11/14/2012  protection services Period of Performance 11/15/10 - 11/14/11 Option Period 1: 11/15/11 - 11/14/12	STATE OF THE PARTY OF THE PARTY OF	1214/07	State Individual Control	(f)	
0001	Off-site data				2,545.54	
	Accounting Info:  11-T-50H-504E62C-2505-LSLMIABS-1150A1C  011 BFY: 11 Fund: T Budget Org: 50H  Program (PRC): 504E62C Budget (BOC):  2505 Job #: LSLMIABS DCN - Line ID:  1150A1C011  Funding Flag: Partial  Funded: \$476.00  Accounting Info:  11-12-C-50H-504E62C-2505-LSLMIABS-1150  A1C011 BFY: 11 EFY: 12 Fund: C Budget  Org: 50H Program (PRC): 504E62C  Budget (BOC): 2505 Job #: LSLMIABS  DCN - Line ID: 1150A1C011  Funding Flag: Partial  Funded: \$2,069.54  Services as needed, (estimated) Not to  Exceed line amount without an amended  increase.					
0002	Emergency Delivery  Accounting Info: 11-12-C-50H-504E62C-2505-LSLMIABS-1150 A1C011 BFY: 11 EFY: 12 Fund: C Budget Org: 50H Program (PRC): 504E62C Budget (BOC): 2505 Job #: LSLMIABS Continued				854.46	

PAGE NO 3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTRACT NO. GS10F0022X 11/15/2010

ORDER NO. EP11H000172

ITEM NO.	SUPPLIES/SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY
(a)	(b)	ORDERED (c)	(d)	PRICE (e)	(f)	ACCEPTED (g)
	DCN - Line ID: 1150A1C011					
	Funding Flag: Partial					
	Funded: \$854.46					
	The obligated amount of award: \$3,400.00.					
	The total for this award is shown in box					
	17(i).					
	TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))				\$0.00	

AMEND	IENT OF SOLICITATION/N	MODIFICATION OF C	ONTRACT	1. CONTRACT ID CODE	PAGE 1	OF PAGES
2. AMENDA	MENT/MODIFICATION NO.	3. EFFECTIVE	DATE 4.	REQUISITION/PURCHASE REQ. NO.		NO. (If applicable)
001		08/30/20	)11			
6. ISSUED	BY	CODE HPOD		. ADMINISTERED BY (If other than Item 6)	CODE HP	OD
HEADQU ARIEL 1200 P	IRONMENTAL PROTEC ARTERS PROCUREMEN RIOS BUILDING ENNSYLVANIA AVENU	NT OPERATIONS	U H F 1	IPOD US ENVIRONMENTAL PROTEC HEADQUARTERS PROCUREMEN ARIEL RIOS BUILDING .200 PENNSYLVANIA AVENU	T OPERATIO	
A1000010100000000000000000000000000000	GTON DC 20460	201	7/0 0 1 1	VASHINGTON DC 20460		
IRON MO ATTN NA 2010 AS SUITE I	SHBROOK PLACE		<u>(x</u>	9B. DATED (SEE ITEM 11)		
CODE	(b)(4)	FACILITY COD	DE .	11/15/2010		
	(~)( .)	11. THIS ITE	M ONLY APPLIES TO AMI	ENDMENTS OF SOLICITATIONS		
separate THE PLA virtue of t to the sol	CE DESIGNATED FOR THE REC	a reference to the solicitation CEIPT OF OFFERS PRIOR nge an offer already submitt is received prior to the ope	n and amendment numbers TO THE HOUR AND DATI ed, such change may be m	ng receipt of this amendment on each copy of E. FAILURE OF YOUR ACKNOWLEDGEMEN E SPECIFIED MAY RESULT IN REJECTION Lade by telegram or letter, provided each teleg d.	NT TO BE RECEIVED OF YOUR OFFER.	D AT If by
	13. THIS ITEM ONLY APP	LIES TO MODIFICATION O	F CONTRACTS/ORDERS.	IT MODIFIES THE CONTRACT/ORDER NO.	AS DESCRIBED IN I	TEM 14.
CHECK ONI	A. THIS CHANGE ORDER IS ORDER NO. IN ITEM 10A.	ISSUED PURSUANT TO:	(Specify authority) THE Ch	HANGES SET FORTH IN ITEM 14 ARE MAD	E IN THE CONTRAC	СТ
	B. THE ABOVE NUMBERED appropriation date, etc.) S  C. THIS SUPPLEMENTAL AC			E ADMINISTRATIVE CHANGES (such as charity OF FAR 43.103(b).	anges in paying offic	e,
	47 27 27 10 N	3				
	D. OTHER (Specify type of m	odification and authority)				
E. IMPORTA	ANT: Contractor	is not, is required to	sign this document and re	eturn copies to the	issuing office.	
DUNS NOT This of 11/15/ TOPO: 10 Paymen RTP FING ENV RTP-FING MAIL DOTT TO THE CONTING Except as part of the conting of the co	umber: (b)(4) rder is hereby am 11 - 11/14/12. A Michael Scales t: NANCE CENTER IRONMENTAL PROTEC NANCE CENTER ROP D143-02 ALEXANDER DRIVE NC 27711 ued	ended to exerce and the second	cise the Optics and condition	as heretofore changed, remains unchanged and TILE OF CONTRACTING	nd in full force and eff	
15B. CONT	RACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
	(Signature of person authorized to s	ign)		(Signature of Contracting Officer)		

NSN 7540-01-152-8070 Previous edition unusable STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243

CONTINUATION CHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
CONTINUATION SHEET	GS10F0022X/EP11H000172/001	2	2

NAME OF OFFEROR OR CONTRACTOR

(B) Period of Performance: 11/15/2010 to 11/14/2012	(C)	(D)	(E)	(F)
		М		V:20 1
Terrod of Terrormance. 11/13/2010 to 11/14/2012				

AMENDMENT OF SOLICITATION/MODIFIC	ATION OF C	ONTRACT		CONTRACT ID CODE	PA	AGE OF	F PAGES 
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE	DATE 4	. REQ	JISITION/PURCHASE REQ. NO.	5. PROJ		ੁ . (If applicable)
002	06/07/2	n12 P	R-0	ECA-12-00350			
6. ISSUED BY CODE	HPOD	No. (Outstand)	7. ADN	INISTERED BY (If other than Item 6)	CODE	HPOD	
HPOD US ENVIRONMENTAL PROTECTION HEADQUARTERS PROCUREMENT OPE ARIEL RIOS BUILDING		J I	HEAL	NVIRONMENTAL PROTECTION QUARTERS PROCUREMENT ON L RIOS BUILDING			
1200 PENNSYLVANIA AVENUE NW WASHINGTON DC 20460			1200	PENNSYLVANIA AVENUE NV INGTON DC 20460	V		
8. NAME AND ADDRESS OF CONTRACTOR (No., stree	t, county, State and	I ZIP Code) (>	() 9A.	AMENDMENT OF SOLICITATION NO.			
IRON MOUNTAIN INFORMATION MA	NAGEMENT	INC	9B.	DATED (SEE ITEM 11)			
2010 ASHBROOK PLACE SUITE 100							
ASHBURN VA 201475065		x	GS EP	MODIFICATION OF CONTRACT/ORDER NO 10F0022X 11H000172 DATED (SEE ITEM 13)	Э. 		
CODE (b)(4)	FACILITY COL	DE	13	./15/2010			
(2)(1)	11. THIS ITE	 EM ONLY APPLIES TO AM	IENDM	ENTS OF SOLICITATIONS			
separate letter or telegram which includes a reference THE PLACE DESIGNATED FOR THE RECEIPT OF virtue of this amendment you desire to change an offe to the solicitation and this amendment, and is receive 12. ACCOUNTING AND APPROPRIATION DATA (If received)	e to the solicitatio OFFERS PRIOR or already submit d prior to the ope	n and amendment number TO THE HOUR AND DAT ted, such change may be n ning hour and date specific	s. FAI E SPE nade b ed.	CIFIED MAY RESULT IN REJECTION OF YO	BE RECE	EIVED AT ER. If by akes refer	<u>.</u> ^
See Schedule							
13. THIS ITEM ONLY APPLIES TO M	ODIFICATION O	F CONTRACTS/ORDERS.	IT MC	DIFIES THE CONTRACT/ORDER NO. AS DES	3CRIBED	IN ITEM	14.
A. THIS CHANGE ORDER IS ISSUED ORDER NO. IN ITEM 10A.	PURSUANT TO:	(Specify authority) THE C	HANG	ES SET FORTH IN ITEM 14 ARE MADE IN TH	HE CONT	RACT	
B. THE ABOVE NUMBERED CONTRA- appropriation date, etc.) SET FORTI				MINISTRATIVE CHANGES (such as changes in DF FAR 43.103(b).	in paying	office,	
D. OTHER (Specify type of modification	and authority)	3 4 5 5 5 3 5 5 5					
E. IMPORTANT: Contractor X is not,	is required t	o sign this document and r	eturn	copies to the issuing	office.		
14. DESCRIPTION OF AMENDMENT/MODIFICATION DUNS Number: (b)(4) This order is hereby amended conditions remains unchanged TOPO: Michael Scales LIST OF CHANGES:	to prov					rms a	and
Reason for Modification : Fu Total Amount for this Modifi New Total Amount for this Ve New Total Amount for this Aw	cation: rsion: \$	\$2,100.00 2,100.00					
Obligated Amount for this Mo							
New Total Obligated Amount f	or this	Award: \$5,500	.00				
Continued							
Except as provided herein, all terms and conditions of the	ne document refe						
15A. NAME AND TITLE OF SIGNER (Type or print)				AME AND TITLE OF CONTRACTING OFFIC	ER (Type	э or print)	)
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. U	NITED STATES OF AMERICA		160	C. DATE SIGNED
(Signature of person authorized to sign)			2	(Signature of Contracting Officer)			

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED GS10F0022X/EP11H000172/002

PAGE 2 OF 3

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	<b>UNIT</b> (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery Location Code: OECA/OCEFT/NEIC OECAOCEFTNATL ENF INVEST CTR US ENVIRONMENTAL PROTECTION AGENCY DENVER FEDERAL CENTER BLDG 25 PO BOX 25227 DENVER CO 80225  Payment:				
	RTP FINANCE CENTER US ENVIRONMENTAL PROTECTION AGENCY RTP-FINANCE CENTER D143-02 109 TW ALEXANDER DRIVE DURHAM NC 27711 FOB: Destination Period of Performance: 11/15/2010 to 11/14/2012				
0003	6.1B Modification to existing PO. Increase funding for continuing Protection Services thru Period of Performance ending 11/14/12 Contract Number: GS10F0022X Order Number: EP11H000172				1,775.52
	Accounting Info:  12-13-C-50H-501E62-2505-1250A2X026-001 BFY: 12  EFY: 13 Fund: C Budget Org: 50H Program (PRC):  501E62 Budget (BOC): 2505 Job #: LSLMIABS DCN -  Line ID: 1250A2X026-001  Funding Flag: Complete  Funded: \$1,526.95  Accounting Info:  12-T-50H-501E62-2505-1250A2X026-002 BFY: 12 Fund:  T Budget Org: 50H Program (PRC): 501E62 Budget  (BOC): 2505 Job #: LSLMIABS DCN - Line ID:  1250A2X026-002				
	Funding Flag: Complete Funded: \$248.57				
0004	6.1B Increase Funding to Cover for emergency Delivery thru period of performance.  Accounting Info: 12-13-C-50H-501E62-2505-1250A2X026-003 BFY: 12 EFY: 13 Fund: C Budget Org: 50H Program (PRC): 501E62 Budget (BOC): 2505 Job #: LSLMIABS DCN -				324.48
	Line ID: 1250A2X026-003 Funding Flag: Complete Funded: \$279.05 Accounting Info: 12-T-50H-501E62-2505-1250A2X026-004 BFY: 12 Fund: T Budget Org: 50H Program (PRC): 501E62 Budget Continued				

 CONTINUATION SHEET
 REFERENCE NO. OF DOCUMENT BEING CONTINUED
 PAGE
 OF

 GS10F0022X/EP11H000172/002
 3
 3

NAME OF OFFEROR OR CONTRACTOR

TEM NO. (A)	SUPPLIES/SERVICES	QUANTITY (C)	UNIT (D)	UNIT PRICE	AMOUNT
(A)	(B)	(0)	(ח)	(E)	(F)
	(BOC): 2505 Job #: LSLMIABS DCN - Line ID: 1250A2X026-004				
	Funding Flag: Complete				
	Funded: \$45.43				
			ı		

AMENDMENT OF SOLICITATION/MODIFIC	CATION OF CO	NTRACT	CONTRACT ID CODE	PAGI	E OF PAGES
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE D	DATE 4.	   REQUISITION/PURCHASE REQ. NO.	5. PROJEC	T NO. (If applicable)
003	03/04/20	13			
6. ISSUED BY CODE	2% 2		ADMINISTERED BY (If other than Item	(a) CODE	
HPOD US ENVIRONMENTAL PROTECTION HEADQUARTERS PROCUREMENT OPE ARIEL RIOS BUILDING 1200 PENNSYLVANIA AVENUE NW WASHINGTON DC 20460				_	
8. NAME AND ADDRESS OF CONTRACTOR (No., street	et, county, State and Z	ZIP Code)	9A. AMENDMENT OF SOLICITATION	I NO.	
IRON MOUNTAIN INFORMATION MA ATTN NA 2010 ASHBROOK PLACE SUITE 100 ASHBURN VA 201475065		(^)	9B. DATED (SEE ITEM 11)  10A. MODIFICATION OF CONTRACT GS10F0022X EP11H000172  10B. DATED (SEE ITEM 13)		
CODE (L)(A)	FACILITY CODE	=	11/15/2010		
(b)(4)	11 THIS ITEM	A ONLY APPLIES TO AME	NDMENTS OF SOLICITATIONS		
THE PLACE DESIGNATED FOR THE RECEIPT OF virtue of this amendment you desire to change an office to the solicitation and this amendment, and is receive 12. ACCOUNTING AND APPROPRIATION DATA (If respectively).	er already submitte d prior to the open quired)	ed, such change may be m ing hour and date specified Net I	ade by telegram or letter, provided each	-\$430.79	s reference
CHECK ONE  A. THIS CHANGE ORDER IS ISSUED ORDER NO. IN ITEM 10A.  B. THE ABOVE NUMBERED CONTRA appropriation date, etc.) SET FORTI  C. THIS SUPPLEMENTAL AGREEMEN  D. OTHER (Specify type of modification)	CT/ORDER IS MO H IN ITEM 14, PUF	DIFIED TO REFLECT THI RSUANT TO THE AUTHO	E ADMINISTRATIVE CHANGES (such a RITY OF FAR 43.103(b).		
E. IMPORTANT: Contractor X is not,	is required to	sign this document and re	turn copies to	the issuing office.	
14. DESCRIPTION OF AMENDMENT/MODIFICATION DUNS Number: (h)(4) This order is hereby amended TOPO: Michael Scales LIST OF CHANGES: Reason for Modification: Ot Total Amount for this Modifi New Total Amount for this Ve New Total Amount for this Aw	to deobl cher Admin cation: - ersion: \$1	igate excess istrative Act \$430.79 ,669.21	funds and close orde	,	
Obligated Amount for this Mo			າ1		
New Total Obligated Amount f CHANGES FOR LINE ITEM NUMBER		.waru: \$5,069.	Z 1		
Changes for line liem number Continued	·. )				
Except as provided herein, all terms and conditions of the	he document refere	enced in Item 9A or 10A a	s heretofore changed, remains unchang	ed and in full force and 4	effect
15A. NAME AND TITLE OF SIGNER (Type or print)	no accument refere	-	6A. NAME AND TITLE OF CONTRAC		
			Sheila Fagan		
15B. CONTRACTOR/OFFEROR	1		6B. UNITED STATES OF AMERICA		16C. DATE SIGNED
(Signature of person authorized to sign)			(Signature of Contracting O	fficer)	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED GS10F0022X/EP11H000172/003

PAGE 2 OF 3

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY UNIT	UNIT PRICE (E)	AMOUNT (F)
	Total Amount changed from \$1,775.52 to \$1,431.77 Obligated Amount for this modification: -\$343.75			
	CHANGES FOR DELIVERY LOCATION: OECA/OCEFT/NEIC Amount changed from \$1,775.52 to \$1,431.77			
	CHANGES FOR ACCOUNTING CODE: 12-13-C-50H-501E62-2505-LSLMIABS1250A2X026-001 Account code changed from 12-13-C-50H-501E62-2505-1250A2X026-001 to 12-13-C-50H-501E62-2505-LSLMIABS1250A2X026-001 Amount changed from \$1,526.95 to \$1,249.38 Percent changed from 86 to 70.36699			
	CHANGES FOR ACCOUNTING CODE:  12T-50H-501E62-2505-LSLMIABS1250A2X026-002  Account code changed from  12-T-50H-501E62-2505-1250A2X026-002 to  12T-50H-501E62-2505-LSLMIABS1250A2X026-002  Amount changed from \$248.57 to \$182.39  Percent changed from 14 to 10.27248			
	CHANGES FOR LINE ITEM NUMBER: 4 Total Amount changed from \$324.48 to \$237.44 Obligated Amount for this modification: -\$87.04			
	CHANGES FOR DELIVERY LOCATION: OECA/OCEFT/NEIC Amount changed from \$324.48 to \$237.44			
	CHANGES FOR ACCOUNTING CODE:  12-13-C-50H-501E62-2505-LSLMIABS1250A2X026-003  Account code changed from  12-13-C-50H-501E62-2505-1250A2X026-003 to  12-13-C-50H-501E62-2505-LSLMIABS1250A2X026-003  Amount changed from \$279.05 to \$204.29  Percent changed from 86 to 62.9592			
	CHANGES FOR ACCOUNTING CODE:  12T-50H-501E62-2505-LSLMIABS1250A2X026-004  Account code changed from  12-T-50H-501E62-2505-1250A2X026-004 to  12T-50H-501E62-2505-LSLMIABS1250A2X026-004  Amount changed from \$45.43 to \$33.15  Percent changed from 14 to 10.21635			
	Delivery Location Code: OECA/OCEFT/NEIC OECAOCEFTNATL ENF INVEST CTR US ENVIRONMENTAL PROTECTION AGENCY Continued			

 CONTINUATION SHEET
 REFERENCE NO. OF DOCUMENT BEING CONTINUED
 PAGE
 OF

 GS10F0022X/EP11H000172/003
 3
 3

NAME OF OFFEROR OR CONTRACTOR

ΓEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	DENVER FEDERAL CENTER BLDG 25				
	PO BOX 25227 DENVER CO 80225				
	Payment: RTP FINANCE CENTER				
	US ENVIRONMENTAL PROTECTION AGENCY				
	RTP-FINANCE CENTER D143-02				
	109 TW ALEXANDER DRIVE DURHAM NC 27711				
	FOB: Destination				
	Period of Performance: 11/15/2010 to 11/14/2012				

## STATEMENT OF WORK (SOW)

#### Project Title

Offsite media storage and media rotation.

#### Project Location

EPA NEIC Building 25 Door E3 Denver Federal Center Denver, Co 80225

#### Project Point of Contact

Michael Scales, Information Technology Specialist

Phone: 303-462-9083 Email: scales.michael@epa.gov

### Project Background/Description

NEIC is in need of a secure offsite media storage and media rotation solution. Secure offsite media storage is necessary for NEIC because it allows NEIC to continue its mission in a COOP situation and to recover from a critical system failure in a timely fashion. Secure media rotation allows NEIC to maintain critical system backups on a media retention schedule. System backups are protected offsite and then returned to NEIC for reuse according to the media retention schedule.

#### **Project Duration**

This is an ongoing requirement and will be reviewed and renewed on a yearly basis.

## Project Objective/Scope

Objective: Provide secure offsite media storage and media rotation so NEIC can continue its mission in a COOP situation or recover from a critical system failure.

Scope: The following are required:

#### **Environment:**

- Concrete, steel-reinforced vault construction with solid steel doors and an electronically controlled security enclosure including a hydrometer and a fire and smoke detection/suppression (non-water) system.
- Backup environmental controls in place for emergency power, secondary air conditioning and heating.
- Maintain climate-controlled standards in accordance with government and general industry standards (ANSI IT9.11-1991). A constant temperature of 68-72 degrees F and humidity of 40-45% humidity, and must have Air Quality Filtration Systems.
- Storage facility must be situated away from flood plains, high crime areas, industrial railroad lines and other potential hazards.
- Media must be stored in an area equipped with a dust filtration system.

- Storage facility shall be "A" rated, with a 2-hour Fire Rating and equipped with security monitoring.
- Facility must be strategically located to serve major disaster recovery centers during emergencies and disaster testing. Facility must be located no more than 50 miles from the Denver Federal Center.
- Have available at all times a back-up storage facility which meets all of the criteria of the primary storage site and will be made available to NEIC in the event a local disaster causes a disruption of service integrity at the primary site.

## Security:

- Alarm systems with battery backup power.
- Automatic Halon fire suppression systems.
- Sophisticated fire detection systems with local and offsite central monitoring.
- Temperature and humidity monitoring control systems.
- Water detection system.
- Electronic access control on all doors.
- Intrusion prevention systems.
- Camera surveillance with recording devices.
- Full backup power provided by diesel generator.
- Thorough background checks and substance abuse screening performed on all employees.
- Digital certificates and AES encryption security components in use.

#### Access:

- Password, account number and personnel authorization protection in place with assigned permission levels.
- 24,7 help desk support.
- 24 Hour/365 Days per year access.
- On call 365 days a year.
- Chain of Custody reinforcement.
- Security procedures for visitor and employment identification.
- Visitors are not permitted unescorted access to any facility.

#### Transportation:

- Vehicles designed to protect media on all six sides of the cargo compartment.
- Vehicles outfitted with security and locking systems designed to mitigate risk of material or vehicle theft by a third party.
- Lining in the cargo compartment is designed to protect against extreme weather conditions and control dirt and dust.
- Climate control units positioned strategically in the cargo compartment to keep media within the manufacturer's specifications for data integrity.
- Protect media from movement during transportation.
- Driver proximity controls.
- Dual key ignition immobilizer.

- In Motion Security Detection System.
- Secure site media loading/unloading must take place inside an alarmed vehicle bay that is separated from any storage or office area and is equipped with fire detection and suppression systems.

## Media Pickup and Delivery:

- Secure Web-based access that allows remote management and monitoring of the customers account, media location reporting and comprehensive media management software services.
- Media pickup and delivery during business hours.
- Scheduled pickup and delivery of media.
- Alternate pickup and delivery if scheduled pickup and delivery falls on a holiday or weekend.
- Lockable containers for secure transport.
- Delivery/pickup driver has a list of authorized individuals that he/she can deliver/pickup to/from.
- Scanner must record date and time of each scan, delivery driver's name, authorized individual's name.

#### General:

- Maintain a permanent, computerized database of the transaction history of each individual item sent and/or retrieved throughout the term of this contract.
- Capable of providing a chronological transaction history of any stored item, indicating the dates of entry and withdrawal, whether scheduled or otherwise. In the event of non-scheduled or emergency withdrawals, the contractor's system shall produce the name of the NEIC requester, the time and date of each request, and the name of the contractor's employee who serviced the request.
- Upon request provide a listing of all stored media sorted by date received, displaying the individual volume IDs or case numbers and rate designations in order to assist NEIC in auditing the contractor's compliance with established billing structure as specified in the pricing tables.
- Supply black and white Bar-Code code 39 labels for all NEIC's off-site media, if requested. Labels shall be identical to existing sequential Volume Serial numbers on NEIC media.
- Prior to the close of business on each day a shipment of NEIC's media is made, the contractor shall inspect the shipment and report to NEIC any discrepancies found between the items actually received (shipped) and NEIC's listings for same. The contractor shall maintain a database of these discrepancies and shall report weekly to NEIC on the status of each discrepancy that remains. At a minimum, weekly reports must include the date and type of discrepancy, media ID, NEIC employee responsible, and proposed resolution.

#### **Emergency Delivery Services:**

- Standard emergency delivery has a max of a 24 hour delivery timeframe.

- Critical emergency delivery has a max of a 3 hour delivery timeframe.
- Holiday and weekend emergency delivery service must be available.

## Completion and Acceptance

Michael Scales or another NEIC IT representative will approve payment when PO is awarded and services have been initiated.

		0	RDER FOR	SUPF	LIES OR SERV	ICES					PAGE	OF PAGES	
IMPORTANT:	Mark all	packages and papers wit	h contract and/	or orde	r numbers.						1		5
1. DATE OF OR		2. CONTRACT NO. (If any)							6. SHIP TO	:			
09/23/20		GS10F0022X				a. NAME	OF CO	NSIGNEE					
3. ORDER NO.			4 DECUIEITI	ON/DEG	FERENCE NO.	4							
3. ORDER NO. EP-G13H-	-00774		PR-OECA			OECA/	OCE	FT/Natl. Enf.	. Invest.	. Ct	r		
EP-GISH-	-00774		FR-OECA	13-	.00133	-							
<mark>5. ISSUING OFI</mark> HPOD	FICE (Addre	ess correspondence to)				b. STREE US En		o <mark>ress</mark> Onmental Prot	tection <i>F</i>	lgen	су		
US Envir	onment	tal Protection	Agency					ederal Center	c, Bldg 2	<u> </u>			
Ariel Ri		-				PO BO	X 2	5227					
	=	ania Avenue, N	. W.								T	1	
Mail Cod						c. CITY Denve	r				d. STATE	e. ZIP CO	DE
Washingt	on DC	20460				SECTION SECTION SECTION	N					80225	
7. TO:		_				f. SHIP VI	A						
a. <b>NAME OF CO</b> IRON MOU		R INFORMATION M	ANAGEMENT	, IN	IC.			0. TV	PE OF ORDER				
b. COMPANY N						<del> </del>			PE OF ORDER				
						a. PUI				X	b. DELIVERY	<i>(</i>	
c. <b>STREET ADC</b> 1821 MIC		FARADAY DR STE	100			REFERE	NCE Y	OUR:		Exce	ept for billing	instructions o	on the
(b)(4)	1					2					rse, this deliv		
(~)(1)										C2000 00000	of this form a		
								ne following on the terms pecified on both sides of			ect to the terr e above-num		
d. CITY			e. S	ГАТЕ	f. ZIP CODE			the attached sheet, if ar	ıy,				
RESTON			V		201905345	including	deliver	y as indicated.		l			
9. ACCOUNTIN	G AND APF	PROPRIATION DATA		-		10. REQU	ISITIO	NING OFFICE					
See Sche			u			OECA/	OCE:	FT/Natl. Enf.	. Invest.				
a. SMALL		CATION (Check appropriate b. OTHER THAN SMALL	box(es))	DV/ANT	veep	MEN-OWNED	,	e. HUBZone		12	2. F.O.B. PO	INI	
			NED SMALL BUS			VILIN-OVVINLE	,	e. Hobzone		D	estinat	tion	
	E-DISABLE AN-OWNED		ER THE WOSB P			DWOSB							
		13. PLACE OF		14	. GOVERNMENT B/L N	O.		15. DELIVER TO F.O.B	. POINT	$\dashv_{T}$	16. DISCOU	NT TERMS	
a. INSPECTION	1	b. ACCEPTANG	OF.					ON OR BEFORE (Da 11/16/2016	te)				
Destinat		Destinat						11, 10, 2010					
				- 10	17. SCHEDULE (See	reverse for	Rejec	tions)					
						QUANTITY		UNIT				QUA	NTITY
ITEM NO. (a)		SUPPLIES	OR SERVICES (b)			ORDERED (c)	UNIT (d)	PRICE (e)	77 10000	OUNT (f)	1		EPTED (g)
	DUNS N	Number: (b)(4)	(0)			(0)	1.7	(4)		(1)			(9)
		award is in acc	ceptance	of									
	quote	<del> </del> 122656-0919203	l3 from I	ron									
		nse to the ager											
		ction Services ency services.	requirem	ent;	with								
		nued											
	18. SHIPE	PING POINT		1	9. GROSS SHIPPING V	VEIGHT		20. INVOICE NO.					17(h) TOTAL
													(Cont.
				21	MAIL INVOICE TO:								pages)
	No. 422 17 St. 34			21.	WALL INVOICE TO.				<b>—</b>	- 1			4
	a. NAME		P Finance	e Cei	nter				\$2,9	54.	86		•
SEE BILLING INSTRUCTIONS	h STDE					- 7	lia						
ON REVERSE	(or P.O. E	3\			al Protectio nter (D143-		. A						17(i)
			9 TW Alex			02)							GRAND
		10	⊃ IM WTGΣ	\allUt	TI DIIAG								TOTAL
	c. CITY					d. STA	TE	e. ZIP CODE	\$2,9	54.	86		
	Du	rham				NC		27711					
22. UNITED	STATES O					30,307		23. NAME (Typed)	J.■b				
	ABY (Sign	Ĭ.						Corey Wils					
	, 5							TITLE: CONTRACTING		FFICE	R		

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTRACT NO. 09/23/2013

GS10F0022X

ORDER NO.

EP-G13H-00774

(a) (b) ORDERED (c) (d)  TOPO: Michael Scales Max Expire Date: 11/15/2015 Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 11/16/2013 to	PRICE (e)	(f)	ACCEPTED (g)
11/15/2015 Admin Office:  HPOD  US Environmental Protection Agency Ariel Rios Building  1200 Pennsylvania Avenue, N. W.  Mail Code: 3803R  Washington DC 20460			
11/15/2014  0001 Off Site Data Protection Services as		2,469.36	
indicated in the attached quote.  Accounting Info:  13-14-C-50H-501E62-2505-LSLMIABS1350 A3X013-001 BFY: 13 EFY: 14 Fund: C Budget Org: 50H Program (PRC): 501E62 Budget (BOC): 2505 Job #: LSLMIABS DCN - Line ID: 1350A3X013-001 Funding Flag: Complete Funded: \$2,123.65 Accounting Info:  13T-50H-501E62-2505-LSLMIABS1350A3 X013-002 BFY: 13 Fund: T Budget Org: 50H Program (PRC): 501E62 Budget (BOC): 2505 Job #: LSLMIABS DCN - Line ID: 1350A3X013-002 Funding Flag: Complete Funded: \$345.71			
Emergency Delivery Services. This item reflects an estimate of 2 cases of emergency deliveries. If no such instances occur, no invoices will be submitted.  Accounting Info: 13-14-C-50H-501E62-2505-LSLMIABS1350 A3X013-003 BFY: 13 EFY: 14 Fund: C Budget Org: 50H Program (PRC): 501E62 Budget (BOC): 2505 Job #: LSLMIABS DCN - Line ID: 1350A3X013-003 Funding Flag: Complete Funded: \$417.53 Continued		485.50	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))		\$2,954.86	

PAGE NO

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER GS10F0022X 09/23/2013

CONTRACT NO.

ORDER NO.

EP-G13H-00774

EM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT	AMOUNT	QUANTITY
(a)	(b)	ORDERED (c)	(d)	PRICE (e)	(f)	ACCEPTED (g)
ιω,	Accounting Info:	(0)	(4)	(6)	(1)	(9)
	13T-50H-501E62-2505-LSLMIABS1350A3					
	X013-004 BFY: 13 Fund: T Budget Org:					
	50H Program (PRC): 501E62 Budget					
	(BOC): 2505 Job #: LSLMIABS DCN -					
	Line ID: 1350A3X013-004					
	Funding Flag: Complete					
	Funded: \$67.97					
	POC: Michael Scales,					
	scales.michael@epa.gov; 303.462.9083					
	scales.michaeleepa.gov, 303.402.3003					
	The obligated amount of award: \$2,954.86.					
	The total for this award is shown in box					
	17(i).					
			1			
			1			
			1			
			1			
			1			
			1			
			1			
			1			
			1			
			1			
			1			
			1			
			1			
			1			
			1			
			1			
			1			
	TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))		-		\$0.00	

## STATEMENT OF WORK (SOW)

#### **Project Title**

Offsite media storage and media rotation.

## Project Location

EPA NEIC Building 25 Door E3 Denver Federal Center Denver. Co 80225

#### Project Point of Contact

Michael Scales, Information Technology Specialist

Phone: 303-462-9083 Email: scales.michael@cpa.gov

## Project Background/Description

NEIC is in need of a secure offsite media storage and media rotation solution. Secure offsite media storage is necessary for NEIC because it allows NEIC to continue its mission in a COOP situation and to recover from a critical system failure in a timely fashion. Secure media rotation allows NEIC to maintain critical system backups on a media retention schedule. System backups are protected offsite and then returned to NEIC for reuse according to the media retention schedule.

#### Project Duration

This is an ongoing requirement and will be reviewed and renewed on a yearly basis.

#### Project Objective/Scope

**Objective:** Provide secure offsite media storage and media rotation so NEIC can continue its mission in a COOP situation or recover from a critical system failure.

**Scope:** The following are required:

## Environment:

- Concrete, steel-reinforced vault construction with solid steel doors and an electronically controlled security enclosure including a hydrometer and a fire and smoke detection/suppression (non-water) system.
- Backup environmental controls in place for emergency power, secondary air conditioning and heating.
- Maintain climate-controlled standards in accordance with government and general industry standards (ANSI IT9.11-1991). A constant temperature of 68-72 degrees F and humidity of 40-45% humidity, and must have Air Quality Filtration Systems.
- Storage facility must be situated away from flood plains, high crime areas, industrial railroad lines and other potential hazards.
- Media must be stored in an area equipped with a dust filtration system.

- Storage facility shall be "A" rated, with a 2-hour Fire Rating and equipped with security monitoring.
- Facility must be strategically located to serve major disaster recovery centers during emergencies and disaster testing. Facility must be located no more than 50 miles from the Denver Federal Center.
- Have available at all times a back-up storage facility which meets all of the criteria of the primary storage site and will be made available to NEIC in the event a local disaster causes a disruption of service integrity at the primary site.

## Security:

- Alarm systems with battery backup power.
- Automatic Halon fire suppression systems.
- Sophisticated fire detection systems with local and offsite central monitoring.
- Temperature and humidity monitoring control systems.
- Water detection system.
- Electronic access control on all doors.
- Intrusion prevention systems.
- Camera surveillance with recording devices.
- Full backup power provided by diesel generator.
- Thorough background checks and substance abuse screening performed on all employees.
- Digital certificates and AES encryption security components in use.

#### Access:

- Password, account number and personnel authorization protection in place with assigned permission levels.
- 24/7 help desk support.
- 24 Hour/365 Days per year access.
- On call 365 days a year.
- Chain of Custody reinforcement.
- Security procedures for visitor and employment identification.
- Visitors are not permitted unescorted access to any facility.

#### Transportation:

- Vehicles designed to protect media on all six sides of the cargo compartment.
- Vehicles outfitted with security and locking systems designed to mitigate risk of material or vehicle theft by a third party.
- Lining in the cargo compartment is designed to protect against extreme weather conditions and control dirt and dust.
- Climate control units positioned strategically in the cargo compartment to keep media within the manufacturer's specifications for data integrity.
- Protect media from movement during transportation.
- Driver proximity controls.
- Dual key ignition immobilizer.

- In Motion Security Detection System.
- Secure site media loading/unloading must take place inside an alarmed vehicle bay that is separated from any storage or office area and is equipped with fire detection and suppression systems.

## Media Pickup and Delivery:

- Secure Web-based access that allows remote management and monitoring of the customers account, media location reporting and comprehensive media management software services.
- Media pickup and delivery during business hours.
- Scheduled pickup and delivery of media.
- Alternate pickup and delivery if scheduled pickup and delivery falls on a holiday or weekend.
- Lockable containers for secure transport.
- Delivery/pickup driver has a list of authorized individuals that he/she can deliver/pickup to/from.
- Scanner must record date and time of each scan, delivery driver's name, authorized individual's name.

#### General:

- Maintain a permanent, computerized database of the transaction history of each individual item sent and/or retrieved throughout the term of this contract.
- Capable of providing a chronological transaction history of any stored item, indicating the dates of entry and withdrawal, whether scheduled or otherwise. In the event of non-scheduled or emergency withdrawals, the contractor's system shall produce the name of the NEIC requester, the time and date of each request, and the name of the contractor's employee who serviced the request.
- Upon request provide a listing of all stored media sorted by date received, displaying the individual volume IDs or case numbers and rate designations in order to assist NEIC in auditing the contractor's compliance with established billing structure as specified in the pricing tables.
- Supply black and white Bar-Code code 39 labels for all NEIC's off-site media, if requested. Labels shall be identical to existing sequential Volume Serial numbers on NEIC media.
- Prior to the close of business on each day a shipment of NEIC's media is made, the contractor shall inspect the shipment and report to NEIC any discrepancies found between the items actually received (shipped) and NEIC's listings for same. The contractor shall maintain a database of these discrepancies and shall report weekly to NEIC on the status of each discrepancy that remains. At a minimum, weekly reports must include the date and type of discrepancy, media ID, NEIC employee responsible, and proposed resolution.

## **Emergency Delivery Services:**

- Standard emergency delivery has a max of a 24 hour delivery timeframe.

- Critical emergency delivery has a max of a 3 hour delivery timeframe.
- Holiday and weekend emergency delivery service must be available.

Completion and Acceptance

Michael Scales or another NEIC IT representative will approve payment when PO is awarded and services have been initiated.

Denver Federal Center, Bldg 25 PO BOX 25227  Denver Federal Center, Bldg 25 PO BOX 25227  C. CITY Denver  C. CITY Denver  C. CITY Denver  Denv				RDER F	OR SUF	PPLIES OR SERV	/ICES					PAGE	OF PAGES	
AMERICA PO COMPONED  IN PROPERTION AND APPROPRIATION DATA  SECOND AND APPROPRIATION DATA  SECOND AND APPROPRIATION DATA  SECOND A	IMPORTANT:	Mark all	packages and papers wi	th contract	and/or ord	der numbers.						1		3
12.713.7032  ORGERNO  27-GISH-00590  ER-0ECA-13-00000  ER-0ECA-13-000000  ER-0ECA-13-000000  ER-0ECA-13-000000  ER-0ECA-13-00000000000000  ER-0ECA-13-000000000000000000  ER-0ECA-13-00000000000000000000000000000000000	1. DATE OF OR	DER	2. CONTRACT NO. (If any,							6. SHIP TO	ě.			
A RESOURT ON PROPERTY OF THE P	11/15/20	12	GS10F0022X				a. NAME	OF CC	NSIGNEE					
SEPO13H-00590 PN-OECA-13-00098 ORCA/CCEPT/Natl. Enf. Invest. Ctr  SEQUENCE OFFICE Mandama convergence and process of the second proc				4 050	HOLLIONA	EFFENCE NO	_							
BISSURG OFFICE Anamas correspondence to 1970 BISSURG OFFICE ANAMAS CONTROL OFFICE A		00500					OECA/	OCE.	FT/Natl. Enf	. Invest.	Cti	r		
SERVITORIOMENTAL Protection Agency Ariel Nios Building E20 Fennsylvania Avenue, N. W. Bail Code: 3803R E30 EVENT COMPANY CONTROL OF COMPANY CO	EF-GIOH-	.00590		FK-0	ECA-13									
MASH INGOOD DC 20460 DEGVER COV 8.225  TO 80225  TO 8022	HPOD US Envir Ariel Ri	onmen	tal Protection		У		US En Denve	vir r F	onmental Protection			су		
Mashington DC 20460  Mashington DC 20460  Mashington DC 20460  Itself VA  Mashington DC 20460		=		. W.			c CITY					d STATE	e ZIP COD	)F
INTO TO IN INMEDIO CONTRACTOR  IN INMEDIO CONTRACTOR  IN INVESTMENT INFORMATION MANAGEMENT, INC.  INC. MONOTATION INFORMATION MANAGEMENT, INC.  INC. COMPANY NAME  INC. COMPANY NAME  INC. STREET ADDRESS  20110 A SHIBROOK PLACE  SUITE 100  (D)(4)  REFERENCE YOUR  REFERENC							proof escapes or	er				Agen agreement or an	*110 *1*	
BIMME CONTRACTOR   S. TYPE OF ORDER		.011 DC	20400				f SHIP V	IΔ						
COMPANY NAME   D. PURCHASE   STREET ADDRESS   SUBSPINION   D. STREET ADDRESS   SUBSPINION   D. STREET ADDRESS   D. STREET AD		ONTRACTO	OR				-							
STREET ADDRESS 20110 A SHERNOK PLACE SUTTE 100 (b)(4)				ANAGEM	ENT, I	NC.			8. T\	PE OF ORDER				
REFERENCE YOUR:  STORT ADDRESS  SUTTE 100  (D)(A)  Rease furnish the Scienting on the terms required on the state of both sides of the state of the	b. COMPANY N	AME					a. PU	RCHA	SE		Хь	. DELIVERY	,	
The property of the property							_							
SOLTE   100	20110 AS	HBROO	K PLACE											
Please turnish the following on the terms and conditions specified on bits sides of the store and on the stimuted sheet, if any, including delayers is indicated.	2011 ARL 10 1000 - 0 - 01 - 03	0									to inst	tructions cor	ntained on this	
ACCOUNTING AND APPROPRIATION DATA See Schedule  10. REQUISITIONING OFFICE VA 201475065  10. REQUISITIONING OFFICE VA 201475065  10. REQUISITIONING OFFICE CECA/CCEET/Natl. Enf. Invest. Ctr  11. BUSINESS CLASSIFICATION (Check Appropriate Dovices))  13. PLACE OF  13. PLACE OF  14. GOVERNMENT BIL NO.  15. SEET NOTE DESTINATION  15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)  15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)  15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)  16. DISCOUNT TERMS  OFF Site Data Protection Services and Emergency Services in accordance with the attached quote dated 10/18/2012.  Additional funds provided for any overage charges. Continued  18. SHIPPING POINT  19. GROSS SHIPPING WEIGHT 20. INVOICE NO.  21. MAIL INVOICE TO: 21. MAIL INVOICE TO: 22. UNITED STATES OF AMERICAS (Signature)  10. STREET ADDRESS (OPP.O. Box)  10.	(b)(4)						Please fu	rnish th	ne following on the terms					tions
10. REQUISITIONING OFFICE   CDCA/OCEPT/Natl. Enf. Invest. Ctr	d. CITY ASHBURN						and condi this order	itions s and or	pecified on both sides of the attached sheet, if ar	ny.	of the	above-num	bered contrac	ct.
See Schedule    DECA/OCEFT/Natl. Enf. Invest. Ctr	a ACCOUNTING	C AND AD	PROPRIATION DATA		VA	2014/3003	10 PEOU	IISITIO	NING OFFICE					
a SMALL			THORNATION DATA							. Invest.	Cti	r		
1. SERVICE_DISABLED   G. WOMEN-OWNED SMALL BUSINESS (WOSB)   h. EDWOSB		CLASSIFI		e box(es))									NT	
13. PLACE OF	a. SMALL	X	b. OTHER THAN SMALL	c	DISADVA	NTAGEDd. W	OMEN-OWNE	D	e. HUBZone		D€	estinat	ion	
13. PLACE OF 14. GOVERNMENT BIL NO. 15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 16. DISCOUNT TERMS  15. INSPECTION Destination							EDWOSB							
Destination  Destination  Destination  17. SCHEDULE (See reverse for Rejections)  17. SCHEDULE (See reverse for Rejections)  TITEM NO. (a)  DUNS Number: (ANALA) ORDERED (b)  DUNN Number: (ANALA) ORDERED (c)  Off Site Data Protection Services and Emergency Services in accordance with the attached quote dated 10/18/2012. Additional funds provided for any overage Charges. Continued  The state of the stat	VEIEN	HIN-OVVINE		LIC IIIL WC			NO		15 DELIVERTO E O B	DOINT		ie Discoll	NT TEDMS	
TITEM NO. (a) SUPPLIES OR SERVICES (b) OUNT ORDERED UNIT PRICE (c) (d) PRICE (e) (e) (e) (e) (e) (e) (f) PRICE (e) (f) (f) PRICE (f) PRICE (f) (f) PRICE (f) PRICE (f) (f) PRICE			b. ACCEPTAN			14. GOVERNIVIENT B/L	NO.		The state of the s		'	16. DISCOO	INT TERIVIS	
ITEM NO. (a)   SUPPLIES OR SERVICES (b)   ORDERED   UNIT   PRICE   AMOUNT   ACCEPTED (c)   OF Site Data Protection Services and Emergency Services in accordance with the attached quote dated 10/18/2012. Additional funds provided for any overage charges.   Continued   19. GROSS SHIPPING WEIGHT   20. INVOICE NO.   17(h)   TOTAL (Cont. pages)	Destinat	:10n	Destina	tion	1 2		_				$\bot$			
ITEM NO. (a)  SUPPLIES OR SERVICES (b)  DUNS Number: [ANAI]  Off Site Data Protection Services and Emergency Services in accordance with the attached quote dated 10/18/2012. Additional funds provided for any overage charges. Continued  18. SHIPPING POINT  19. GROSS SHIPPING WEIGHT  20. INVOICE NO.  177(h)  TOTAL (Cont. pages)  21. MAIL INVOICE TO:  a. NAME  RTP Finance Center  22. UNITED STATES OF AMERICA BY (Signature)  23. NAME (Typed)  Lorraine Lesieur						17. SCHEDULE (S		-		1				
Off Site Data Protection Services and Emergency Services in accordance with the attached quote dated 10/18/2012. Additional funds provided for any overage charges. Continued  18. SHIPPING POINT  19. GROSS SHIPPING WEIGHT  20. INVOICE NO.  21. MAIL INVOICE TO:  a. NAME  RTP Finance Center  \$2,954.86  SEE BILLING INSTRUCTIONS ON REVERSE  (or P.O. Box)  B. STREET ADDRESS (Or P.O. Box)  US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive  22. UNITED STATES OF AMERICA BY (Signature)  23. NAME (Typed) Lorraine Lesieur	Section of Considerate Performance		SUPPLIE		ICES		ORDERED	UNIT	PRICE	77 - 2007			ACCE	PTED
SEE BILLING INSTRUCTIONS ON REVERSE ON PLANS ON PRODUCTIONS ON PRO		Off S Emerg attac Addit charg	ite Data Prote ency Services hed quote date ional funds pres.	ction in acc d 10/1	ordanc 8/2012	e with the								
SEE BILLING INSTRUCTIONS ON REVERSE  D. STREET ADDRESS (or P.O. Box)  US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive  C. CITY Durham  22. UNITED STATES OF AMERICA BY (Signature)  A NAME  RTP Finance Center (D143-02) 17(i) GRAND TOTAL  23. NAME (Typed) Lorraine Lesieur	1	18. SHIP	PPING POINT			19. GROSS SHIPPING	WEIGHT	!	20. INVOICE NO.					
21. MAIL INVOICE TO:  a. NAME RTP Finance Center \$2,954.86  b. STREET ADDRESS (or P.O. Box) RTP-Finance Center (D143-02) 109 TW Alexander Drive \$2,954.86  c. CITY Durham NC 27711  22. UNITED STATES OF AMERICA BY (Signature)  21. MAIL INVOICE TO:  a. NAME RTP Finance Center (D143-02)														
SEE BILLING INSTRUCTIONS ON REVERSE  b. STREET ADDRESS (or P.O. Box)  TOTAL  c. CITY  Durham  c. CITY  Durham  22. UNITED STATES OF  AMERICA BY (Signature)  US Environmental Protection Agency  RTP-Finance Center (D143-02)  109 TW Alexander Drive  d. STATE  NC 27711  23. NAME (Typed)  Lorraine Lesieur					2	I. MAIL INVOICE TO:								
SEE BILLING INSTRUCTIONS ON REVERSE  b. STREET ADDRESS (or P.O. Box)  TOTAL  c. CITY  Durham  c. CITY  Durham  22. UNITED STATES OF  AMERICA BY (Signature)  US Environmental Protection Agency  RTP-Finance Center (D143-02)  109 TW Alexander Drive  d. STATE  NC 27711  23. NAME (Typed)  Lorraine Lesieur		a. NAME	R7	P Fina	ince Ce	enter				\$2,9	54.8	16		•
b. STREET ADDRESS (or P.O. Box)  US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive  c. CITY Durham  22. UNITED STATES OF AMERICA BY (Signature)  US Environmental Protection Agency RTP-Finance Center (D143-02) RT	SEE BILLING	700000 00 000000 V												
RTP-Finance Center (D143-02) 109 TW Alexander Drive  c.CITY Durham  NC 27711  22. UNITED STATES OF AMERICA BY (Signature)  RTP-Finance Center (D143-02) 17(i) GRAND TOTAL  22. UNITED STATES OF LOrraine Lesieur	INSTRUCTIONS	SCHOOL SCHOOL STATE	ET ADDRESS US	Envir	onment	al Protecti	on Agen	су						
c. CITY Durham  22. UNITED STATES OF AMERICA BY (Signature)  109 TW Alexander Drive    Coliveration   State   e. ZIP CODE   S2, 954.86   S4, 954.86	ON REVERSE	(or P.O.	Pov)											
Durham NC 27711  22. UNITED STATES OF AMERICA BY (Signature)  a. STATE 6. ZIP CODE  27711  23. NAME (Typed)  Lorraine Lesieur			10	9 TW <i>P</i>	lexan	der Drive								
Durham NC 27711  22. UNITED STATES OF AMERICA BY (Signature)  a. STATE 6. ZIP CODE  27711  23. NAME (Typed)  Lorraine Lesieur										52 a	5/1 P	16		
22. UNITED STATES OF AMERICA BY (Signature)  23. NAME (Typed) Lorraine Lesieur		c. CITY					d. STA	ATE	e. ZIP CODE	72,9	24.0	. 0		
AMERICA BY (Signature)  Lorraine Lesieur		Du	ırham				NO		27711					
, une up to the contract of	22. UNITED	STATES C	)F						23. NAME (Typed)					
I THE COUNTRACTION OF THE COURT	AMERIC	ABY (Sig	nature)								FFICFF	₹		

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

 DATE OF ORDER
 CONTRACT NO.

 11/15/2012
 GS10F0022X

ORDER NO.

EP-G13H-00590

ITEM NO.	SUPPLIES/SERVICES	QUANTITY ORDERED		UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
(a)	(b)	(c)	(d)	(e)	(f)	(g)
	POC: Michael Scales 303-462-9083					
	TOPO: Michael Scales					
	Admin Office:					
	HPOD					
	US Environmental Protection Agency					
	Ariel Rios Building					
	1 = 3					
	1200 Pennsylvania Avenue, N. W.					
	Mail Code: 3803R					
	Washington DC 20460					
	Period of Performance: 11/16/2012 to					
	11/15/2013					
001	6.1B Off Sit Data Protection Services				2,469.36	
	Accounting Info:					
	13-14-C-50H-501E62-2505-1350R3X002-001					
	BFY: 13 EFY: 14 Fund: C Budget Org:					
	50H Program (PRC): 501E62 Budget					
	(BOC): 2505 Job #: LSLMIABS DCN -					
	Line ID: 1350R3X002-001					
	Funding Flag: Complete					
	Funded: \$2,321.20					
	100					
	Accounting Info:					
	13-T-50H-501E62-2505-1350R3X002-002					
	BFY: 13 Fund: T Budget Org: 50H					
	Program (PRC): 501E62 Budget (BOC):					
	2505 Job #: LSLMIABS DCN - Line ID:					
	1350R3X002-002					
	Funding Flag: Complete					
	Funded: \$148.16					
002	6.1B Emergency Delivery Services				485.50	
	Accounting Info:					
	13-14-C-50H-501E62-2505-1350R3X002-003					
	BFY: 13 EFY: 14 Fund: C Budget Org:					
	50H Program (PRC): 501E62 Budget					
	2 20 20 20 20 20 20 20 20 20 20 20 20 20					
	(BOC): 2505 Job #: LSLMIABS DCN -					
	Line ID: 1350R3X002-003					
	Funding Flag: Complete					
	Funded: \$456.37					
	Accounting Info:					
	13-T-50H-501E62-2505-1350R3X002-004					
	BFY: 13 Fund: T Budget Org: 50H					
	Program (PRC): 501E62 Budget (BOC):					
	Continued					
			1	1		

PAGE NO

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTRACT NO. 11/15/2012

GS10F0022X

ORDER NO.

EP-G13H-00590

ITEM NO.	SUPPLIES/SERVICES	QUANTITY ORDERED	UNIT	UNIT	AMOUNT	QUANTITY
(a)	(b)	ORDERED (c)	(d)	PRICE (e)	(f)	ACCEPTED (g)
. /	2505 Job #: LSLMIABS DCN - Line ID:	1, 11/11		, , , , , , , , , , , , , , , , , , ,		(3)
	1350R3X002-004					
	Funding Flag: Complete					
	Funded: \$29.13					
	NEC PR 13-D020					
	The obligated amount of award: \$2,954.86.					
	The total for this award is					
	The cotal for this awara is					
	TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))		<u> </u>		\$0.00	

AMENDME	NT OF SOLICITATION/MO	DIFICATION OF CONT	TRACT	1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDME	NT/MODIFICATION NO.	3. EFFECTIVE DAT	E 4.	REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
001		04/07/2014			2 2
6. ISSUED BY	<u>'</u>	CODE HPOD		. ADMINISTERED BY (If other than Item 6)	CODE
Ariel R 1200 Pe Mail Co	ronmental Protect ios Building nnsylvania Avenue de: 3803R ton DC 20460				
_	ADDRESS OF CONTRACTOR (	No. street county State and ZIP (	Code)	9A. AMENDMENT OF SOLICITATION NO.	
IRON MOU 20110 AS SUITE 10	UNTAIN INFORMATIO SHBROOK PLACE		1	9B. DATED (SEE ITEM 11)  10A. MODIFICATION OF CONTRACT/ORDE GS10F0022X EP-G13H-00590  10B. DATED (SEE ITEM 13)	R NO.
code (b)	(4)	FACILITY CODE		11/15/2012	
	, , ,	11. THIS ITEM O	NLY APPLIES TO AMI	ENDMENTS OF SOLICITATIONS	
separate let THE PLACE virtue of this to the solicit	E DESIGNATED FOR THE RECE	eference to the solicitation and IPT OF OFFERS PRIOR TO 7 e an offer already submitted, s received prior to the opening	d amendment numbers ITHE HOUR AND DATI Such change may be m hour and date specifie	-0	TO BE RECEIVED AT FYOUR OFFER. If by
See Sch		,	Net l	Decrease:	-433Z.3Z
				IT MODIFIES THE CONTRACT/ORDER NO. AS	
CHECK ONE				HANGES SET FORTH IN ITEM 14 ARE MADE I	
-	appropriation date, etc.) SE  C. THIS SUPPLEMENTAL AGE			E ADMINISTRATIVE CHANGES (such as chang RITY OF FAR 43.103(b). HORITY OF:	ges in paying onice,
	D. OTHER (Specify type of mod	lification and authority)			
X	FAR 52.212-4				
E. IMPORTAN	T: Contractor X	s not,	n this document and re	eturn0 copies to the iss	uing office.
DUNS Nur TOPO: M: The purp	mber: (h)(4) ichael Scales	fication is to	deobligate	ding solicitation/contract subject matter where fe funds in the amount of s and paid for.	,
CHANGES Total Ar from \$2,	al Obligated Amou FOR LINE ITEM NU mount changed ,469.36 to \$2,022 ed Amount for thi	MBER: 1		34	
Continue		one of the document reference	ad in Itom 9A or 10A s	is heretofore changed, remains unchanged and	in full force and affect
	ND TITLE OF SIGNER (Type or p			16A. NAME AND TITLE OF CONTRACTING O	
15B. CONTRA	ACTOR/OFFEROR	15C.		Lorraine Lesieur	LULÇTRONIC 16C. DATE SIGNED
£	(Signature of person authorized to sign	)		メラグラ	S;GRATUĤĽ 04/07/2014

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED GS10F0022X/EP-G13H-00590/001

PAGE 2

2

QF

NAME OF OFFEROR OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	NUMBER OF STREET	UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(F)
	CHANGES FOR ACCOUNTING CODE.				
	CHANGES FOR ACCOUNTING CODE: 13-14-C-50H-501E62-2505-LSLMIABS-1350R3X002-001				
	Account code changed from				
	13-14-C-50H-501E62-2505-1350R3X002-001 to				
	13-14-C-50H-501E62-2505-LSLMIABS-1350R3X002-001				
	Amount changed from \$2,321.20 to \$1,929.23				
	CHANGES FOR ACCOUNTING CODE:				
	13-T-50H-501E62-2505-LSLMIABS-1350R3X002-002				
	Account code changed from				
	13-T-50H-501E62-2505-1350R3X002-002 to				
	13-T-50H-501E62-2505-LSLMIABS-1350R3X002-002				
	Amount changed from \$148.16 to \$93.11				
	CHANGES FOR LINE ITEM NUMBER: 2				
	Total Amount changed				
	from \$485.50 to \$0.00				
	Obligated Amount for this modification: -\$485.50				
	CHANGES FOR ACCOUNTING CODE:				
	13-14-C-50H-501E62-2505-LSLMIABS-1350R3X002-003				
	Account code changed from				
	13-14-C-50H-501E62-2505-1350R3X002-003 to				
	13-14-C-50H-501E62-2505-LSLMIABS-1350R3X002-003				
	Amount changed from \$456.37 to \$0.00				
	CHANGES FOR ACCOUNTING CODE:				
	13-T-50H-501E62-2505-LSLMIABS-1350R3X002-004				
	Account code changed from 13-T-50H-501E62-2505-1350R3X002-004 to				
	13-T-50H-501E62-2505-ISLMIABS-1350R3X002-004				
	Amount changed from \$29.13 to \$0.00				
	Delivery Location Code: OECA/OCEFT/NEIC				
	OECA/OCEFT/Natl. Enf. Invest. Ctr				
	US Environmental Protection Agency				
	Denver Federal Center, Bldg 25				
	PO BOX 25227 Denver CO 80225				
	Benver co ouzza				
	Payment:				
	RTP Finance Center				
	US Environmental Protection Agency				
	RTP-Finance Center (D143-02)				
	109 TW Alexander Drive				
	Durham NC 27711				
	FOB: Destination				
	Period of Performance: 11/16/2012 to 11/15/2013				
			ıl		

## STATEMENT OF WORK (SOW)

#### **Project Title**

Offsite media storage and media rotation.

## Project Location

EPA NEIC
Building 25 Door E3
Denver Federal Center
Denver, Co 80225

## Project Point of Contact

Michael Scales, Information Technology Specialist

Phone: 303-462-9083 Email: scales.michael@epa.gov

## Project Background/Description

NEIC is in need of a secure offsite media storage and media rotation solution. Secure offsite media storage is necessary for NEIC because it allows NEIC to continue its mission in a COOP situation and to recover from a critical system failure in a timely fashion. Secure media rotation allows NEIC to maintain critical system backups on a media retention schedule. System backups are protected offsite and then returned to NEIC for reuse according to the media retention schedule.

## **Project Duration**

This is an ongoing requirement and will be reviewed and renewed on a yearly basis.

## Project Objective/Scope

**Objective:** Provide secure offsite media storage and media rotation so NEIC can continue its mission in a COOP situation or recover from a critical system failure.

**Scope:** The following are required:

#### Environment:

- Concrete, steel-reinforced vault construction with solid steel doors and an electronically controlled security enclosure including a hydrometer and a fire and smoke detection/suppression (non-water) system.
- Backup environmental controls in place for emergency power, secondary air conditioning and heating.
- Maintain climate-controlled standards in accordance with government and general industry standards (ANSI IT9.11-1991). A constant temperature of 68-72 degrees F and humidity of 40-45% humidity, and must have Air Quality Filtration Systems.
- Storage facility must be situated away from flood plains, high crime areas, industrial railroad lines and other potential hazards.
- Media must be stored in an area equipped with a dust filtration system.

- Storage facility shall be "A" rated, with a 2-hour Fire Rating and equipped with security monitoring.
- Facility must be strategically located to serve major disaster recovery centers during emergencies and disaster testing. Facility must be located no more than 50 miles from the Denver Federal Center.
- Have available at all times a back-up storage facility which meets all of the criteria of the primary storage site and will be made available to NEIC in the event a local disaster causes a disruption of service integrity at the primary site.

## Security:

- Alarm systems with battery backup power.
- Automatic Halon fire suppression systems.
- Sophisticated fire detection systems with local and offsite central monitoring.
- Temperature and humidity monitoring control systems.
- Water detection system.
- Electronic access control on all doors.
- Intrusion prevention systems.
- Camera surveillance with recording devices.
- Full backup power provided by diesel generator.
- Thorough background checks and substance abuse screening performed on all employees.
- Digital certificates and AES encryption security components in use.

#### Access:

- Password, account number and personnel authorization protection in place with assigned permission levels.
- 24/7 help desk support.
- 24 Hour/365 Days per year access.
- On call 365 days a year.
- Chain of Custody reinforcement.
- Security procedures for visitor and employment identification.
- Visitors are not permitted unescorted access to any facility.

## Transportation:

- Vehicles designed to protect media on all six sides of the cargo compartment.
- Vehicles outfitted with security and locking systems designed to mitigate risk of material or vehicle theft by a third party.
- Lining in the cargo compartment is designed to protect against extreme weather conditions and control dirt and dust.
- Climate control units positioned strategically in the cargo compartment to keep media within the manufacturer's specifications for data integrity.
- Protect media from movement during transportation.
- Driver proximity controls.
- Dual key ignition immobilizer.

- In Motion Security Detection System.
- Secure site media loading/unloading must take place inside an alarmed vehicle bay that is separated from any storage or office area and is equipped with fire detection and suppression systems.

## Media Pickup and Delivery:

- Secure Web-based access that allows remote management and monitoring of the customers account, media location reporting and comprehensive media management software services.
- Media pickup and delivery during business hours.
- Scheduled pickup and delivery of media.
- Alternate pickup and delivery if scheduled pickup and delivery falls on a holiday or weekend.
- Lockable containers for secure transport.
- Delivery/pickup driver has a list of authorized individuals that he/she can deliver/pickup to/from.
- Scanner must record date and time of each scan, delivery driver's name, authorized individual's name.

#### General:

- Maintain a permanent, computerized database of the transaction history of each individual item sent and/or retrieved throughout the term of this contract.
- Capable of providing a chronological transaction history of any stored item, indicating the dates of entry and withdrawal, whether scheduled or otherwise. In the event of non-scheduled or emergency withdrawals, the contractor's system shall produce the name of the NEIC requester, the time and date of each request, and the name of the contractor's employee who serviced the request.
- Upon request provide a listing of all stored media sorted by date received, displaying the individual volume IDs or case numbers and rate designations in order to assist NEIC in auditing the contractor's compliance with established billing structure as specified in the pricing tables.
- Supply black and white Bar-Code code 39 labels for all NEIC's off-site media, if requested. Labels shall be identical to existing sequential Volume Serial numbers on NEIC media.
- Prior to the close of business on each day a shipment of NEIC's media is made, the contractor shall inspect the shipment and report to NEIC any discrepancies found between the items actually received (shipped) and NEIC's listings for same. The contractor shall maintain a database of these discrepancies and shall report weekly to NEIC on the status of each discrepancy that remains. At a minimum, weekly reports must include the date and type of discrepancy, media ID, NEIC employee responsible, and proposed resolution.

#### **Emergency Delivery Services:**

- Standard emergency delivery has a max of a 24 hour delivery timeframe.

- Critical emergency delivery has a max of a 3 hour delivery timeframe.
- Holiday and weekend emergency delivery service must be available.

## Completion and Acceptance

Michael Scales or another NEIC IT representative will approve payment when PO is awarded and services have been initiated.

		OR	DER FOR	SUPI	PLIES OR SERV	ICES				PAG	SE OF	PAGES	
IMPORTANT:	Mark all	packages and papers with	contract and/c	or orde	er numbers.					1			4
1. DATE OF OR	DER	2. CONTRACT NO. (If any) GS-25F-0066M							6. SHIP TO:	<b>!</b>			
03/09/20	1.2	GS-25F-0066M "				a. NAME	OF CC	NSIGNEE					
	12		_										
3. ORDER NO.					FERENCE NO.	Teres	a W.	ard					
EP-G12D-	00234		PR-OEI-	12-0	00262	TCLCS	a w	ara					
5. ISSUING OFF RTPPOD	FICE (Addi	ress correspondence to)					A -	National Com		nter			
		tal Protection A	Agency			919-5		Alexander Dr	ive				
		ander Drive						2961 esa@epa.gov					
Mail Cod							CEL	esagepa.gov					
Research	Tria	ngle Park NC 27	709			c. CITY Resea	ırch	Triangle Par	k	d. STA NC	2000000	e. ZIP CO 27711	DE
7. TO:						f. SHIP V	IA						
a. NAME OF CO		OR GOVERNMENT SER	VICES INC	ORF	PORATED			8. TYI	PE OF ORDER				
b. COMPANY N	AME					a. PU	RCHA:	9F		X b. DELIV	FRY		
c. STREET ADD	RESS					REFERE				U. DELIV			
20110 AS	HBROO	K PLACE								Except for bill			
SUITE 10	0					-				reverse, this to instructions			
						-			_	only of this fo	rm and	l is issued	
								ne following on the terms		subject to the of the above-			
d, CITY			1 <sub>0</sub> 9T	ATE	f. ZIP CODE	V. CO. 107		pecified on both sides of n the attached sheet, if any	/.	or the above	idilibe	rea contra	<b>J</b> 01.
ASHBURN			V.A		201475065	including	deliver	y as indicated.	A-1				
9. ACCOUNTING	G AND AP	PROPRIATION DATA				10. REQU	IISITIO	NING OFFICE					
See Sche						OEI/R							
11. BUSINESS		CATION (Check appropriate b	ox(es))			1				12. F.O.B.	POINT	r .	
a. SMALL	X	b. OTHER THAN SMALL	c. DISA		22%	MEN-OWNE	D	e. HUBZone		Desti	nati	on	
f. SERVICI								ISADVANTAGED WOME	N-OWNED				
VETERA	AN-OWNE	SMALL BUSINESS		OWNE	.5 □ 2M	IALL BUSINE	.55 (EL	JWO2B)					
		13. PLACE OF		14	I. GOVERNMENT B/L N	10.		15. DELIVER TO F.O.B.		16. DISC	COUNT	TERMS	
a. INSPECTION		b. ACCEPTANCE						ON OR BEFORE (Date	9)				
Destinat	ion	Destinati	.on	1000									
		2			17. SCHEDULE (Se	e reverse for	Rejec	tions)		•			
						QUANTITY		UNIT					YTITU
ITEM NO. (a)			DR SERVICES b)			ORDERED (c)	(d)	PRICE (e)	77 10000 700	OUNT f)			EPTED (g)
		Number: (b)(4) ite Secure Shrec		rvic	es for the	(6)	(-/	(0)	,	.,			(9)
	TOPO:	Teresa Ward											
	Conti	nued											
	18. SHIP	PING POINT		1	9. GROSS SHIPPING \	 WEIGHT		20. INVOICE NO.					17(h) TOTAL
													(Cont.
				21	MAIL INVOICE TO:								pages)
				۷۱.	WAIL INVOICE TO.								
	a. NAME	RTP	Finance	Ce:	nter				\$512.	20			•
SEE BILLING INSTRUCTIONS	b OTDE	ET ADDDEOG			er 7	U ADA NOS NOS NOS	NO8						-
ON REVERSE	(or P.O.	Roy)			al Protectic		сА						17(i)
					nter (D143-	-02)							GRAND
		109	TW Alex	and	er Drive								TOTAL
	o CITY					14 OT	TE	7 7 D CODE	\$512.	20			4
	c. CITY	· wh o m				d. STA		e. ZIP CODE					
	ן טע	ırham				NO	-	27711	l				
22. UNITED	STATES O	DF .						23. NAME (Typed)	-				
AMERIC	A BY (Sigi	nature)						Christophe TITLE: CONTRACTING		FICER			

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTRACT NO. 03/09/2012

GS-25F-0066M

ORDER NO.

EP-G12D-00234

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT	AMOUNT	QUANTITY
(a)	(b)	ORDERED (c)	(d)	PRICE (e)	(f)	ACCEPTED
		(0)	(α)	(0)	(1)	(9)
(a)	SUPPLIES/SERVICES  (b)  Admin Office: RTPPOD US Environmental Protection Agency 109 T.W. Alexander Drive Mail Code: E105-02 Research Triangle Park NC 27709  Accounting Info: 12-WR-H1NNIT3-ZZZHF8-3146-CG000025-12H1G0R00 2-001 BFY: 12 Fund: WR Budget Org: H1NNIT3 Program (PRC): ZZZHF8 Budget (BOC): 3146 Job #: CG000025 DCN - Line ID: 12H1G0R002-001 Period of Performance: 03/15/2012 to 03/14/2013  Shreding Services -  Iron Mountain Government Services shall provide off-site secure shredding services on a biweekly basis for one year. Iron Mountain Government Services shall provide Ten (10) 65-gallon containers to be placed throughout the National Computer Center (NCC), Located at 109 T.W. Alexander Drive, Research Triangle Park, NC 27711.  Iron Mountain Government Services will be directed where to place the containers. The containers shall remain on-site and emptied	ORDERED (c)	UNIT (d)		AMOUNT (f)  512.20	
	on a biweekly basis for off-site and emptred on a biweekly basis for off-site shredding. At least one container will be designated for media disposal, i.e, computer disks, etc.  The period of performance for this service shall be from 03/15/2012 - 03/14/2013  The obligated amount of award: \$512.20. The total for this award is					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$512.20

#### Clause(s):

#### CUSTOM N.C. SALES TAX EXEMPT

North Carolina General Statute 105-164.13(17) and Rule No. 48 Sales and Use Tax Regulations. EPA Federal Tax Identification Number 520852695

#### CUSTOM PARTIAL PAYMENT – QUARTERLY

Partial Payment Authorized quarterly in arrears of services performed upon receipt of a properly documented invoice.

#### CUSTOM PROJECT OFFICER

The project officer defined in block 6 is hereby designated as the project officer for this requirement. As such, he/she shall: 1 - Provide all information of a general nature necessary in the performance of this order.2 - Be responsible for inspection and acceptance of the services for the certification of invoices. The Project Officer does not have the authority to issue any technical direction which changes or modifies the scope of work, or alter the period of performance.

## EPAAR 1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (OCT 00)

- (a) Definition. Information Resources Management (IRM) is defined as any planning, budgeting, organizing, directing, training, promoting, controlling, and managing activities associated with the burden, collection, creation, use and dissemination of information. IRM includes both information itself, and the management of information and related resources such as personnel, equipment, funds, and technology. Examples of these services include but are not limited to the following:
- (1) The acquisition, creation, or modification of a computer program or automated data base for delivery to EPA or use by EPA or contractors operating EPA programs.
- (2) The analysis of requirements for, study of the feasibility of, evaluation of alternatives for, or design and development of a computer program or automated data base for use by EPA or contractors operating EPA programs.
- (3) Services that provide EPA personnel access to or use of computer or word processing equipment, software, or related services.
- (4) Services that provide EPA personnel access to or use of: Data communications; electronic messaging services or capabilities; electronic bulletin boards, or other forms of electronic information dissemination; electronic record-keeping; or any other automated information services.
- (b) General. The Contractor shall perform any IRM related work under this contract in accordance with the IRM policies, standards and procedures set forth in this clause and noted below. Upon receipt of a work request (i.e. delivery order or work assignment), the Contractor shall check this listing of directives (see paragraph (d) for electronic access). The applicable directives for performance of the work request are those in effect on the date of issuance of the work request.

- (1) IRM Policies, Standards and Procedures. The 2100 Series (2100–2199) of the Agency's Directive System contains the majority of the Agency's IRM policies, standards and procedures.
- (2) Groundwater Program IRM Requirement. A contractor performing any work related to collecting Groundwater data; or developing or enhancing data bases containing Groundwater quality data shall comply with EPA Order 7500.1A—Minimum Set of Data Elements for Groundwater.
- (3) EPA Computing and Telecommunications Services. The Enterprise Technology Services Division (ETSD) Operational Directives Manual contains procedural information about the operation of the Agency's computing and telecommunications services. Contractors performing work for the Agency's National Computer Center or those who are developing systems which will be operating on the Agency's national platforms must comply with procedures established in the Manual. (This document may be found at: http://basin.rtpnc.epa.gov/etsd/directives.nsf).
- (c) Printed Documents. Documents listed in (b)(1) and (b)(2) may be obtained from: U.S. Environmental Protection Agency Office of Administration Facilities Management and Services Division Distribution Section Mail Code: 3204 1200 Pennsylvania Ave., NW., Washington, DC 20460 Phone: (202) 260–5797
- (d) Electronic access. A complete listing, including full text, of documents included in the 2100 Series of the Agency's Directive System is maintained on the EPA Public Access Server on the Internet at http://epa.gov/docs/irmpoli8/.

(End of clause)

		C	RDER FOR	SUPPLIES OR S	SERVI	CES				P	AGE O	F PAGES	
IMPORTANT:	Mark all	packages and papers wi	th contract and/c	r order numbers.						1	-	4	
1. DATE OF OF	DER	2. CONTRACT NO. (If any)	!						6. SHIP TO:				
04/09/20	14					a. NAME	OF CC	NSIGNEE					
3. ORDER NO.			4 REQUISITION	ON/REFERENCE NO.		-							
EP-14-D-	00007	7		14-00135		US EP	A -	Teresa Ward					
						b. STREET ADDRESS							
RTPPOD	FIÇE (Addi	ress correspondence to)						Alexander Dr	ive				
US Envir	onmen	tal Protection	Agency			1		e: N276-01					
109 T.W.	Alex	ander Drive				ward. 919-5		esa@epa.gov					
Mail Cod						-	41-	2961		140	TATE	e. ZIP CODE	
Research	l Tria	ngle Park NC 2	7709			c. CITY Resea	ırch	Triangle Par	k	a. s	(0)(0)(0)(0)(0)	e. ZIP CODE 27711	
7. TO:						f. SHIP VI	A						_
a. NAME OF CO				IIC									
b. COMPANY N		Information M	anagement	, прс				******	PE OF ORDER				
						X a. PU				b. DEL	IVERY		
c. STREET ADD 1821 MIC		FARADAY DR STE	100			REFERE	NCE Y	OUR:				structions on the	
(b)(4)						-			_			ry order is subject ained on this side	
						- C		C. H. C. San arrow H. C. San arrow H.	-	only of this		d is issued and conditions	
								ne following on the terms pecified on both sides of				ered contract.	
d. CITY RESTON			e. ST	ATE   f. ZIP CODE   20190534	15			n the attached sheet, if any y as indicated.	3				
9. ACCOUNTIN	G AND AP	PROPRIATION DATA	**	2013000		10. REQU	ISITIO	NING OFFICE					_
See Sche		OATION (OL)	1 ( )			OEI/R	TP/I	NCC		1 40 50	D. DOIN	<del>-</del>	
a. SMALL		CATION (Check appropriated b. OTHER THAN SMALL		DVANTAGED	d WON	MEN-OWNE	ח	e. HUBZone		12. F.O.	B. POIN	1	
f. SERVIC			NED SMALL BUSI		_					Dest	inat:	ion	
	AN-OWNE		ER THE WOSB PF		n. E	DWOSB							
		13. PLACE OF		14. GOVERNMEN	IT B/L N	0.		15. DELIVER TO F.O.B.		16. DI	SCOUN	T TERMS	
a. INSPECTION		b. ACCEPTAN						ON OR BEFORE (Date 06/12/2013	")				
Destinat	ion	Destina	tion		AA 15 - 10-001		11-12-1011	S. S.					
				17. SCHEDU	JLE (See		-		ı				_
ITEM NQ.		SUPPLIE	S OR SERVICES			QUANTITY		UNIT PRICE	AM	DUNT		QUANTITY ACCEPTED	
(a)		surgrammer as established	(b)			(c)	(d)	(e)	W SOURS	(f)		(g)	
	DUNS	Number: $(b)(4)$											
	Conti	nued											
	CONCI	nueu											
	18. SHIP	PING POINT		19. GROSS SHIF	PPING W	/EIGHT	!	20. INVOICE NO.	<u> </u>			17(h)	_
												TOTAL (Cont.	
				21. MAIL INVOICE	TO:							pages)	
	- 11111									EO			ı
	a. NAME		TP Finance	Center					\$298	. 50			•
SEE BILLING INSTRUCTIONS	b. STRE	ET ADDRESS US	Environm	ental Prote	ction	n Ageno	CV						_
ON REVERSE	(or P.O.	Box)	TP-Finance				4					17(i)	
		Ma	ail Drop D	143-02								GRAN TOTAL	
		10	9 TW Alex	ander Drive					\$298	.50			1
	c. CITY					d. STA	200400	e. ZIP CODE		on 51 F			ı
		ırham				NC	-	27711	, I				
22. UNITED		T.						23. NAME (Typed) Christophe:	r Dawie				
AMERIC	ABY (Sig	mature)						TITLE: CONTRACTING		FICER			

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER CONTR

CONTRACT NO.

ORDER

ORDER NO. EP-14-D-000077

ITEM NO.	SUPPLIES/SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
(a)	(b)	(c)	(d)	(e)	(f)	(g)
	Admin Office:					
	RTPPOD					
	US Environmental Protection Agency					
	109 T.W. Alexander Drive					
	Mail Code: E105-02					
	Research Triangle Park NC 27709					
	Accounting Info:					
	14-WR-H1NNIT3-ZZZHF8-3146-CG000025-14H1G0R00					
	3-001 BFY: 14 Fund: WR Budget Org: H1NNIT3					
	Program (PRC): ZZZHF8 Budget (BOC): 3146					
	Job #: CG000025 DCN - Line ID:					
	14H1G0R003-001					
	Period of Performance: 03/15/2013 to					
	06/13/2013					
001	Ratification Action				298.50	
701	The purpose of this Order is to cover the				250.50	
	costs of shredding services that were					
	performed outside the period of performance					
	for the Original Task Order.					
	03/15/2013 - 06/25/2013					
	In accordance with Invoice HEL8857					
	The total amount of award: \$298.50. The					
	obligation for this award is shown in box					
	17(i).					
	TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))				\$298.50	